QUESTION AND ANSWER HANDBOOK

FOR

PROFESSIONAL DEVELOPMENT

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Professional Development Defined

704 KAR 3:035 Section 1 (2) (http://www.lrc.state.ky.us/kar/704/003/035.htm) defines professional development as "those experiences which systematically over a sustained period of time, enable educators to acquire and apply knowledge, understanding, skills, and abilities to achieve personal, professional, and organizational goals and to facilitate the learning of students." This is consistent with the requirements of KRS 156.095 (http://www.lrc.state.ky.us/krs/156%2D00/095.pdf) and 704 KAR 3:035 Section 1(2) and KRS 158.070. (http://www.lrc.state.ky.us/krs/158%2D00/070.pdf).

Duties of the district professional development coordinator shall include:

(a) Conducts the district needs assessment;
(b) Coordinates the intradistrict alignment of goals, objectives, and activities for professional development;
(c) Provides technical assistance to school councils, staff and professional development committees in the alignment of professional development activities with school goals as identified through the local school planning process;
(d) Disseminates professional development information to school councils, staff members, and professional development committees;
(e) Coordinates the planning, implementation and evaluation of the district professional development program which is aligned, supportive, and developed in conjunction with local school plans;
(f) Upon request by a school council or school staff, provides technical assistance on the evaluation and coordination of school-based professional development activities;
(g) Coordinates the establishment of local policies, procedures, timetables, preparation of necessary forms and letters, assignment of workshop sites and all other practical elements of professional development training, including fiscal management;
(h) Maintains, verifies and, when appropriate, submits district and school professional development records, documentation, and other pertinent information to the Department of Education;
(i) Explains the district's professional development programs' objectives, results, and needs to school professionals, district staff, the board members, civic and parent groups, teacher training institutions and others as requested; and
(j) Maintains a professional contact with the Department of Education and other agencies involved in providing professional development activities.

Professional Development Standards

Standard1: Professional Development is aligned with KDE/KBE goals and priorities, Kentucky's Standards and Indicators for School Improvement, and Kentucky Experienced Teacher or Interstate School Leaders Licensure Consortium Standards or Professional/Job standards.
Standard 2: Professional Development is job-embedded and includes follow-up *(e.g., action research, study groups, online/collegial support networks, peer interaction, peer review, mentoring, coaching, modeling, demonstration, collegial feedback, personal reflection, collaborative problem- solving, analysis of student work, self- directed learning).*
Standard 3: Professional Development focuses on what learners are to know and be able to do to support student learning and well being based on: • **National standards** *(e.g., content, leadership, teacher, safety, transportation, nutrition, health)* • **Kentucky Learning Goals** • **Academic Expectations** • **Program of Studies** • **Core Content for Assessment** • **Performance Standards/ Student Performance Level Descriptions** • **Character Education** • **District/school aligned curriculum**
Standard 4: Professional Development actively engages learners in the use of effective, varied, and research-based practices to improve student and staff performance and reduce barriers to learning *(e.g., inquiry-based learning, investigation, work backwards, act out the problem, make a drawing or diagram, employ guess and check, make a model, jigsaw, self- monitoring strategy, simulations, formulating a model, invention, questioning, wait time, restate in own words, break into smaller steps, goal setting, experimentation, debate, reciprocal teaching, writing process, story maps, structured note taking, think aloud, round robin, pairs check, inside-outside circle, manipulatives, data collection tools, time lines, picture clues, sequence chains, compare/contract matrix, concept mapping, Venn diagrams, advanced organizers, checklists, community- based instruction, bus safety, and safe physical management).*
Standard 5: Professional Development develops leadership capacity of teachers, administrators, council members and others in the school community *(e.g., instructional leadership, organizational direction, collaborative decision- making, analysis and use of data, planning, community partnerships, and creating a learning culture).*
Standard 6: Professional Development is data-driven and results-driven.
Standard 7: Professional Development fosters an effective learning community, which supports a culture and climate conducive to performance excellence.
Standard 8: Professional Development facilitates the removal of barriers to learning in an effort to meet each student's needs *(e.g. Culture: intellectual, social, career, economical and developmental).*
Standard 9: Professional Development is planned collaboratively *(e.g., cross agency teams, branches, divisions, regions, offices, schools, districts)* **and organized to maximize the collaborative use of all available resources to support high student and staff performance** *(e.g., planning, time, staff, technology, funding sources)*.
Standard 10: Professional Development fosters a comprehensive, long-range change process that communicates a clear purpose, direction, and action plan to support teaching and learning.
Standard 11: Professional development is grounded in the critical attributes of adult pedagogy *(e.g., multiple intelligences, learning styles, choice, connections to work, guided practice, feedback, processing and integrating time, implementation in job setting, analysis and follow up of results, brain research, peer interaction, peer review, peer observations, mentoring, personal inquiry and self- reflection, support system, collegial networks).*

Funding Q & A

1. What is the formula for funding professional development?
Answer: The basic formula is $23.00 per student based upon the previous year's 10th month average daily attendance (ADA). Final ADA from the Superintendent's Annual Attendance Report (SAAR), due prior to June 30th determines the final allocation.

2. How do school districts know how much goes to each school?
Answer: Under KRS 160.345 (8) (http://www.lrc.state.ky.us/krs/160%2D00/345.pdf), schools receive professional development money as follows: "included in the school council formula shall be an allocation for professional development that is at least sixty-five percent (65%) of the district's per pupil state allocation for professional development for each student in average daily attendance in the school. Award letters will be mailed out from the Division of Budgets.

3. Can the district purchase a filing cabinet out of district funds for the purpose of storing professional development records/paperwork?
Answer: Yes, this purchase can be made from 35% of the district's professional development allocations, but must be restricted to the 15% for administration cost.

4. What percentage of the 35% professional development allocation to districts can be used under the administration codes?
Answer: 15% of the 35%.

5. Can fees required for consortia or cooperative membership be deducted from the total professional development allocation before individual schools receive their sixty-five percent (65%)?
Answer: Fees are to be paid from the district's 35% allocation, unless school councils consent to contributing a portion of the school's professional development allocation. These fees can't be deducted from the 65% allocation amount prior to being allocated to schools. School councils may consent to contributions being made from their professional development allocations.

6. Can a planning consultant be paid from professional development funds?
Answer: No.

7. Can professional development funds be used if teachers become trainers in KDE programs?
Answer: Yes, if those programs are aligned with school or district goals, and the training is to be conducted in the school or district. No, if the new skills are not connected to needs of the local plan.

8. Can the required training for School Board Members be paid for out of professional development funds?
Answer: No.

9. May professional development funds be used to pay teachers for follow-up sessions/ experiences related to earlier professional development training?
Answer: Yes, this is an effective use of the training model and is encouraged.

10. When can classified personnel use professional development money?
Answer: KRS 156.095 Section (5) (c) (http://www.lrc.state.ky.us/krs/156%2D00/095.pdf) states: "State funds allocated for professional development shall be used to support professional development initiatives that are consistent with local school improvement and professional development plans and teachers' individual growth plans. The funds may be used throughout the year for all staff, including classified and certified staff and parents on school councils or committees."

11. Can instructional software be purchased using professional development funds?
Answer: Yes, if used in the training activities described in the Comprehensive School Improvement Plan.

12. Can district administrators be reimbursed for mileage from school to school out of professional development funds?
Answer: No

13. Can schools request more than 65 percent of the district's allocation?
Answer: Yes, but districts determine if the request is honored or denied.

14. Can the 15% for administrative costs be used to pay a portion of the professional development coordinator's salary?
Answer: Yes. However, only for the percent of time spent directly coordinating the district's professional development.

15. Can membership to professional organizations be paid out of professional development funds?
Answer: Possibly. Dues that lead to reduced rate for training events may be paid out of professional development funds, provided the events meet identified needs. These memberships should be for entire schools or districts so that all faculties can participate. Dues to organizations that do not provide professional development experiences or provide only single membership, even if professional in nature, are seen as an individual responsibility and would not be an appropriate use of professional development funds.

16. Is it permissible for schools to manage their own accounts?
Answer: Schools aren't given funds. Districts allocate the use of funds to schools and establish tracking procedures.

17. May professional development funds be used to employ a demonstration teacher?
Answer: Yes, if this is indicated to support a particular goal or initiative of the school or district.

18. May professional development funds be used to hire substitutes?
Answer: Yes, this is a local decision and should support the goals of professional development outlined in the school plan.

19. May professional development funds be used to pay stipends to staff attending training sessions outside the 4-day professional development requirements?
<u>**Answer:**</u> Yes, professional development money may be used to pay stipends to staff attending training sessions outside the 4-day professional development requirements. Stipends cannot be paid for attending training that occurs within the 185-day calendar, unless it is after school hours. That would be double dipping.

20. Are teachers allowed to receive professional development stipends for training on days in which they receive credit for a professional development day?
Answer: No, this would be double compensation for the same day and it is not allowed.

21. May professional development money be used to purchase participant materials?
Answer: Yes, professional development funds may be used to purchase materials to be used in the actual training.

Planning Q & A

1. Would staff work on a report card qualify as an appropriate professional development activity under the category of "planning" and/or "curriculum development?"
Answer: <u>Yes</u>, if it is a part of the school plan and results in a product (outcome) that is used by the school. <u>No</u>, if by "work on a report card" means recording grades or narrative comments.

2. Is job shadowing an appropriate professional development session/experience?
Answer: Job shadowing is an appropriate professional development session/experience. This must support an identified professional development goal.

3. What are the guidelines for belonging to a consortium?
Answer: Districts are not required to be in a professional development consortium; however, they may belong under Inter-local Cooperative Agreements. In many cases, this option continues to be a viable means of getting effective, cost efficient programs.

4. Are districts responsible for permitting/not permitting flexible activities?
Answer: Flexible professional development is a local district decision that may be identified in the district plan.

5. Are flexible professional development days still approvable?
Answer: The Board has final say as to whether or not a flexible schedule is allowable. KRS 158.070 (4)(b) (http://www.lrc.state.ky.us/krs/158%2D00/070.pdf) states, "A local board **may** approve a school's flexible schedule."

6. How are professional development needs determined at the school or district level?
Answer: The planning guidelines require a needs-assessment process that includes analyzing school and district data as well as individual professional growth plans and other sources to determine needs for professional development. These needs also grow out of the identified academic content goals for students. Any time there is a need to change practice, there is a need for professional development.

<u>*Training Approval*</u>

1. Can teachers preview and select software and have that time count as professional staff development hours?
<u>Answer:</u> No

2. Can clerical personnel in the school or district office use professional development funds to attend training appropriate to their responsibilities (ex. computer training)?
<u>Answer:</u> KRS 156.095 (5) (http://www.lrc.state.ky.us/krs/156%2D00/095.pdf) (c) addresses the use of professional development funds. It outlines who may use those funds and specifically states that use of professional development funds must support professional development initiatives that are consistent with local plans.

3. Can a teacher present a professional development session that counts toward the required professional development hours?
<u>Answer:</u> Districts have the responsibility of approving professional development hours accumulated by their staffs. Should the district choose to approve the hours a teacher serves, as a trainer for a professional development program, said teacher should not receive a stipend for program delivery. While professional development might be awarded for the hours spent preparing the training session, guidelines for acceptable professional development activities would have to be followed.

4. Can virtual professional development activities be incorporated into individual/district professional development plans?
<u>Answer:</u> Yes. However, it would be expected that the parameters set for approval/inclusion of virtual professional development in school and district plans would be consistent with those found in 704 KAR 3:035 Section 1 (2) and (3) (http://www.lrc.state.ky.us/kar/704/003/035.htm).

5. Can staff participating in workshops less than six (6) hours in length have these accumulated to satisfy the four (4) day professional development requirement?
<u>Answer:</u> Yes, with local board approval. <u>Credit for approved professional development activities may be accumulated in periods of time other than full day segments.</u> KRS 158.070 (4)(b)(1) (http://www.lrc.state.ky.us/krs/158%2D00/070.pdf) states, "A flexible schedule option shall be reflected in the school's professional development component with the school improvement plan or consolidated plan and approved by the local board".

6. Can teachers be paid a stipend out of professional development funds to work on grant writing during the summer?
<u>Answer:</u> No. The activity is not related to enhancing job skills or improving student performance.

7. Can parent-teacher conferences count as professional development?
<u>Answer:</u> 704 KAR 3:035 Section 4 (10) (http://www.lrc.state.ky.us/kar/704/003/035.htm) lists specifically mentions parent-teacher conferences as not appropriate. However, parent-teacher conferencing skill development is permissible as professional development.

8. May professional development money be used to pay for the instructional leadership (42) hour program?

<u>Answer</u>: Yes, professional development funds from the district's 35% allocation can be used for this purpose. The School-Based Decision Making Council **could** (though not likely) also approve using school professional development funds for principal, assistant principal or counselor to attend EILA programs.

9. Are flexible professional development activities such as the KY Teaching and Learning Conference and music workshops still acceptable?
<u>Answer:</u> This is a local decision. Activities approved for professional development credit at the school or district level should support the school/district comprehensive school improvement plan.

10. Are assessment activities considered "acceptable professional development?"
<u>Answer:</u> Yes, if the activity is a facilitated learning experience of how to do assessment, design assessment strategies, or assess portfolio exhibits. Scoring portfolios as a part of the training activity is acceptable. However, scoring portfolios in isolation is not an acceptable professional development activity.

11. Can credit be awarded for coursework that applies toward a master's certification?
<u>Answer:</u> 704 KAR 3:3035 Sections 4 (5 & 6) (http://www.lrc.state.ky.us/kar/704/003/035.htm) states that professional development experiences that relate to an individual professional growth plan may be used to satisfy the requirements or renewal options as established by the KY Education Professional Standards Board. The growth plan should naturally result from the evaluation process.

704 KAR 3:3035 (6) (http://www.lrc.state.ky.us/kar/704/003/035.htm) states professional development grant dollars may be used for college or graduate course tuition reimbursement for a teacher in specific academic subject content areas in math, science, English/language arts, social studies, arts and humanities for which he/she is assigned to teach. The use of professional development funds for this purpose shall be specified in the district professional development plan approved by the school board or the school plan approved by the school council as to the funds under its control. Particular content areas and grade levels which qualify for reimbursement may be specified based upon information about the level of academic preparation of the teacher employed, local student performance data, and instructional need. (If appropriate for reimbursement, it stands to reason that it meets the criteria for PD credit. This is a local decision.)

Evaluation

1. Are there provisions for quality assurance in the selection of professional development vendors?
Answer: The district, and consortium, if applicable, are to establish quality assurances for vendor selection based on the standards included in 704 KAR 3:035 Section 3 and Section 4 (2) (5) and (9) http://www.lrc.state.ky.us/kar/704/003/035.htm). The district, however, should document that process.

2. If schools conduct their own staff development, who is responsible for monitoring the process?
Answer: The school district is responsible for monitoring.

3. How long are professional development coordinators required to keep professional development plan at the central office?

Answer: Districts are required to keep the professional development plans for five years. See http://www.kdla.ky.gov

Miscellaneous

1. What is the time frame for completing the 24 hours of staff professional development during a given school year?
Answer: Professional Development calendar year -July 1 to June 30.

2. Where are the roles and responsibilities of the local professional development coordinator defined?
Answer: Reference 704 KAR 3: 035 Section 5 (2) (http://www.lrc.state.ky.us/kar/704/003/035.htm)**.**

3. What is accepted as quality professional development?
Answer: Acceptable professional development activities are identified in 704 KAR 3:035 Section 4 (2), (5) and (9) (http://www.lrc.state.ky.us/kar/704/003/035.htm), KRS 156.095 (5) (http://www.lrc.state.ky.us/krs/156%2D00/095.pdf) (a); additionally, the six professional development standards by which activities are to be measured can be found in (3) (1-6) (10).

4. If a program is approved for credit in the Instructional Leadership (42 hour) Program, may a teacher who participates in that training be awarded professional development credit?
Answer: That is a district decision. However, all professional development activities should support the school's improvement plan or an individual's professional growth plan.

Additional Web Links

Website	Description
Website	Description
Professional Development Homepage	**Homepage for Professional Development** **http://www.kde.state.ky.us/KDE/Administrative+Resources/Professional+Development/default.htm**
Professional Development Standards	**Standards for Professional Development** **http://www.kde.state.ky.us/KDE/Administrative+Resources/Professional+Development/Professional+Development+Opportunities/Standards+of+Professional+Development+.htm**
Professional Development Rubric	**Rubric document for professional development** **http://www.kde.state.ky.us/KDE/Administrative+Resources/Professional+Development/Professional+Development+Opportunities/Professional+Development+Rubric.htm**
Professional Development Training/Opportunities Bulletin Board	**List of vendors and programs that provide professional development training** **http://apps.kde.state.ky.us/profdev/index.cfm?fuseaction=pd.ProgramSearch**